

**EAST WINDSOR HOUSING AUTHORITY**  
**REGULAR MEETING – FEBRUARY 15, 2011**  
**MINUTES**

**CALL TO ORDER AND ATTENDANCE**

The meeting was called to order at 7:00 p.m. by Chairman Boutin. Commissioners Lamb and Percoski were present. Commissioners LaMay and Legassie were not in attendance

**ADDED AGENDA ITEMS**

There were no Added Agenda Items

**MEETING MINUTES OF:**

**Special Meeting – January 24, 2011**

The minutes of the special meeting of January 24, 2011 were reviewed by all commissioners present. A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to accept the minutes of the special meeting of January 24, 2011 as presented.

Percoski/Lamb

Unanimous

**PUBLIC COMMENTS**

There were no Public comments

**BILLS AND COMMUNICATIONS**

**Check Register – January 19 – February 9, 2011**

The check register for January 19 – February 9, 2011 was reviewed by all Commissioners present and all questions answered. A motion was made by Commissioner Lamb, seconded by Commissioner Percoski to accept the check register of January 19 – February 9, 2011 as presented.

Lamb/Percoski

Unanimous

**Bank Reconciliation – January, 2011**

The Bank Reconciliation of January, 2011 was reviewed by all Commissioners present and all questions answered.

## **REPORTS OF THE EXECUTIVE DIRECTOR/RESIDENTS SERVICE COORDINATOR**

We have been extremely busy with snow removal over the past month. We have all we can do to keep up with the unrelenting storms and keeping walks cleared and treated. The larger problem has been concern over our roofs. We have recently acquired some help, at no cost to us, from some inmates from the Willard Cybulski minimum security prison. I would like to thank our First Selectman, Denise Menard, for arranging this help for us. In addition, our staff has been working over and above their regular hours to help clear the roofs and re-clean the walkways. I would like to again thank our tenants for their patience and understanding. This winter season has been very unusual and we have had a hard time keeping up the pace. Tenants need to understand that the heavier snowfalls require at least two days to clear. We clear and treat the walkways first to provide access to the apartments by emergency responders. Tenant vehicles are then cleared off and spaces plowed out on the second day. If a tenant absolutely has to go out for an appointment, if they call the office, we will make every effort to clear a path to their car and clear the snow from the vehicle so that they can get out. For the most part, we have had just a few complaints from a few tenants. I want to commend our hard working staff for their diligence through a very difficult season. Special thanks to Karen Boutin, our chairman for pitching in to help during each storm and for procuring the heavy equipment at a fraction of the going rate, so that we were able to move large amounts of snow out of the way.

We are in the process of assessing damage to the buildings and some equipment including the outside apartment lighting fixtures. Tenants should be aware that some of the fixtures have filled up with ice and have become cracked and have fallen. Please be aware of this. If you notice that yours is full of ice or water, or is cracked, please report it immediately so that the staff can remove it. Ray Mack of CL&P has informed us that CL&P will be replacing the old ones with new plastic ones at no charge to the Housing Authority.

Tenants are reminded to place only recyclable materials in the single stream containers. I have noticed that the smaller recycling dumpsters are quickly filling up with regular trash. If anyone needs a list, which was distributed earlier, of the items that can be placed in these dumpsters, please call the office.

I attended a day long seminar on Bed Bugs in January. We are pleased to report that we have not experienced this problem at Park Hill, however, this is an increasing problem in Connecticut and we need to take steps to prevent this problem. Our March newsletter will have more information on this growing problem. In the meantime, tenants are advised not to pick up any discarded mattresses or upholstered furniture and bring these items back to their apartments.

Our new RSC, Cindy Delaware has started on the job and has begun working with our tenants. The RSC is here to help tenants in applying and filling out application forms for things like ConnPACE and Food Stamps, and to help to coordinate needed homecare services, to listen and to provide support and advocacy. Cindy has her hours posted on her door and works twenty (20) hours a week. Her position is funded through a grant from the Department of Economic and Community Development.

Letters have been sent to Denise Menard thanking her for her assistance in obtaining the prisoners for us; to the Public Works department for their assistance in moving the mountains of snow at Park Hill; and to the Prison for allowing us to use their prisoners for snow removal and roof clean-up

### **RESIDENT SERVICES COORDINATOR – Cindy Delaware**

I have spent the first three (3) weeks as the new RSC organizing my work space and meeting residents.

The following are some of my accomplishments to date:

Composed a letter for the residents explaining the community based services I can offer to help with. This will also serve as an introduction as I meet them

Assisted in putting together the February newsletter and distributed same to residents.

Completed an assessment of a resident and am currently working with two more to evaluate home services.

Contacted several social workers to introduce myself and develop relationship to coordinate resident services.

Update community bulletin board and put up Valentine decorations

Helped out as needed in the office updating resident files.

Presently putting together a list of recreational activities for the residents to review and decide on.

### **COMMISSION MEMBERS**

Nothing from the commission members.

### **REPORTS OF COMMITTEES**

There were no reports of committees

## **POLICIES AND PROCEDURES**

There were no new Policies and Procedures

## **UNFINISHED BUSINESS**

There was no Unfinished Business

## **NEW BUSINESS**

A) Snow Removal

This was already discussed in the Report of the Executive Director.

## **PUBLIC OPINION**

There were no public comments.

## **EXECUTIVE SESSION**

- a) **Tenant Matters/Security Issues**
- b) **Land Acquisition**
- c) **Pending Legal Matters**
- d) **Policies and Procedures**
- e) **Financial Reports**

A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to go into Executive Session at 7:33 p.m. to include the Executive Director, Jennifer DiMauro, and the Executive Assistant, Darlene Kelly as needed.

Percoski/Lamb

Unanimous

A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to come out of Executive Session at 8:07 p.m.

Percoski/Lamb

Unanimous

## **ACTION TAKEN:**

A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to accept Policy 10-0030, Companion/ Service Animal Management Policy with the recommended changes and to make it a permanent policy, as written and to make it a permanent policy.

Legassie/Lamb

Unanimous

A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to accept Policy 11-0002 Tenant Selection Policy and to make it permanent

Percoski/Lamb

Unanimous

## **ADJOURNMENT**

A motion was made by Commissioner Percoski, seconded by Commissioner Lamb to adjourn the regular meeting of the East Windsor Housing Authority at 8:10 p.m.

Percoski/Lamb

Unanimous

Respectfully submitted,

Darlene H. Kelly  
Recording Secretary

